

# NOAA ACCESS REQUEST FORM NATIONAL GEOPHYSICAL DATA CENTER (NGDC)

NAME: \_\_\_\_\_ NGDC MAIL CODE: \_\_\_\_\_

SSN: \_\_\_\_\_ ROOM/PHONE: \_\_\_\_\_

ACTION (Check One):      \_\_\_ ADD                              \_\_\_ REPLACE

TYPE (Check One):      \_\_\_ FEDERAL EMPLOYEE      \_\_\_ AFFILIATE

CITIZENSHIP (Check One):      \_\_\_ UNITED STATES      \_\_\_ FOREIGN NATIONAL

DUTY HOURS (Check One):      \_\_\_ BUSINESS HOURS (6:00 am to 6:00 pm)      \_\_\_ 24 HOUR ACCESS  
(If both Foreign National and 24 Hour Access is Checked, Complete Back of Form)**USER GROUPS:**

- ☒ **NOAAEXT** (All exterior doors: GC300, GC429, 1A006B, 1A002, 1A401, 1B802, 1C001, 1D301, 1D010A, St#4-1B)
- ☐ **TAPELIB** (1B601)
- ☐ **MAILRM/COPIER** (1B509, 1B142)
- ☐ **COMPRM** (1B609A, 1B609B, 1B611B)
- ☐ **PRINTRM** (1B611A, Outer & North Hallway Door)
- ☐ **TABLE** (Table Mtn. Field Site)
- ☐ **BAO Tower** (Erie Field Site)
- ☐ **LIBRARY** (Radio Bldg. Library, 2C407)

**REQUESTING OFFICIAL:**

Name/Title:	Signature:	Date:
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**AUTHORIZING OFFICIAL:**

Name/Title: Rashelle Richardson/Administrative Officer	Signature:	Date:
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**MRSO SECURITY APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 (For Non-Federal Employees Only)      Wendy Monroe, MRSO, MC44, x5198, Room 1-4508

**SECURITY INVESTIGATION CHARGE:**

Org.# \_\_\_\_\_ Proj.# \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

This signature certifies that the above named Federal employee/Affiliate has received his/her PIN number/ID to access the exterior doors and if needed, access controlled, interior rooms in the NOAA Building at 325 Broadway, Boulder, Colorado. Federal employee/Affiliate agrees to keep his/her PIN number/ID confidential.